



# KZYX&Z: Public Service Announcements (PSAs)

## General Guidelines and Information

KZYX&Z wants to post as many events as possible. Please review the guidelines as you prepare for your event.\*

### **INFORMATION WE REQUIRE**

1. Name of the Host Organization.
2. Date, Time, and Location of the Event.
3. Description of the Event (try and provide all the information in 100 words or less).
4. Pronunciation Guide for any names/words not familiar to the reader.
5. We must have a name and at least one of the following: Phone, Web Address, Email.

### **HOW THE PROCESS WORKS**

1. PSAs must be received by noon Wednesday of each week. PSAs received after noon Wednesday may miss the Monday posting of new PSAs. We encourage you to submit PSAs at least two weeks in advance.
2. PSAs are arranged by date, and placed in either the Non-Profit or the For-Profit PSA books in the studio on Monday. Programmers have access to all PSAs and have discretion as to which PSAs they read.
3. Our volunteer coordinator will have the option of placing any PSA on recorded versions of the "Calendar".
4. Non-Profit events will be accepted for the website, programmer use, and the recorded calendars.
5. For-Profit events will be accepted for the website and programmer use only. They will not included on the recorded calendars.
5. All PSAs are subject to being rewritten to conform to KZYX&Z guidelines.

### **HOW TO SUBMIT A PSA**

1. Visit the KZYX&Z website, [www.kzyx.org](http://www.kzyx.org). Follow the instructions under "Submit PSA".
2. Email your PSA to: [psa@kzyx.org](mailto:psa@kzyx.org).
3. Fax your PSA to: (707) 895-2451.
4. Mail your PSA to: PSA, KZYX&Z, PO Box 1, Philo, CA 95466.
5. KZYX&Z does not review any other email submissions including those sent to [dj@kzyx.org](mailto:dj@kzyx.org).
6. Due to the need to confirm the information for any/all events, and to maintain the KZYX&Z guidelines, programmers are instructed to read only those PSAs submitted as required (options 1-4 in this section.)
7. Telephone submissions are not accepted.
8. If multiple submissions are made for the same event, KZYX&Z will use the later of the two submissions.
9. If conflicting submissions are received (same venue, date, time, different hosts) neither submission will used.

\*KZYX&Z cannot be held responsible for errors and/or omissions in submission, when copy is adapted for our PSA format, or for programmer, volunteer, or staff decisions as to which PSA is accepted, recorded, or read live. KZYX&Z has complete discretion to accept or refuse any PSA submitted. Posting a PSA does not guarantee that it will be read. KZYX&Z makes no warranty as to the information submitted for posting. Contact the hosting business or individual and confirm all information.